This directory implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, *Maintenance Management of Aircraft*, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

Table 1. SPECIAL CERTIFICATION ROSTER

ITEM NO.	ITEM AND REFERENCES *(All references are to ANGI 21-101 unless otherwise indicated)*	YES	NO	N/A
1.	Special Certification Roster (SCR) - General Requirements			
1.1.	Is the SCR a concise listing of the personnel who have been appointed to perform, evaluate, and/or inspect work of a critical nature? (18.2.)			
1.2.	Have maintenance requirements that have a definite potential for personnel injury or damage to equipment been included in the SCR? (18.2.)			
1.3.	Is the SCR used to build personnel rosters for deployments, shift schedules, and assess workforce capability? (18.2.)			
1.4.	Is the SCR reviewed and signed semi-annually by the appropriate maintenance supervision and workcenter supervisor to verify that all entries are current, accurate and task certifications have been completed? (18.2.)			
1.5.	Are seven-skill level personnel certified outside their primary AFSC only when specific CUT task qualification is documented in personnel training records? (18.2.1.)			
1.6.	Does the MXG/CC closely monitor and limit the number of authorized selected 5-skill level personnel, in the rank of SrA or higher, for tasks normally requiring a 7-skill level requirement to accomplish the maintenance mission? (18.2.2.)			
1.7.	Are file copies of approved waivers (letter, local form, AF 2426, or e-mail, etc) maintained by maintenance supervision or equivalent until the SCR is updated? (18.2.2.)			
1.8.	Do contractor MAs submit waiver requests through the QA chief, to the group commander for approval? (18.2.2.)			
1.9.	If local conditions require assignment of other than maintenance officers or senior enlisted personnel to sign aircraft Exceptional Releases/Conditional Releases, does the MXG/CC request a waiver from ANG/LGMM? (18.2.2.1.)			
1.10.	If an ER/CR waiver request is needed, is it submitted in accordance with provisions in TO 00-20-1? (18.2.2.1.)			
1.11.	If an ER/CR waiver request is needed, does the request fully justify the need for the waiver; and identify actions being taken (or planned) to resolve the problem? (18.2.2.1.)			
1.12.	Does the QA Superintendent review and verify SCR requests for currency, qualification and applicability? (18.2.4.)			
1.13.	Do element and/or workcenter supervisors retain their copy of nomination until they verify proper loading on the SCR? (18.2.4.)			

ITEM NO.	ITEM AND REFERENCES *(All references are to ANGI 21-101 unless otherwise indicated)*	YES	NO	N/A
1.14.	Does the deployment OIC ensure a current copy of the SCR is taken on all deployments? (18.2.5.)			
1.15.	Is "*All systems Red-X"* certification limited to maintenance officers and senior NCOs (7 skill level or higher)? (Table 18.1.)			
1.16.	Is "*Red-X downgrade"* certification limited to maintenance officers and senior NCOs (7 skill level or higher)? (Table 18.1.)			
1.17.	Is "*All systems IPI"* certification limited to maintenance officers and senior NCOs (7 skill level or higher)? (Table 18.1.)			
1.18.	Is "*Impoundment Authority"* certification limited to maintenance officers and senior NCOs (7 skill level or higher)? (Table 18.1.)			
1.19.	Is "*Impoundment Release Authority"* certification limited to no lower than Maintenance Supervision (officers and superintendents)? (Table 18.1.)			
2.	Routing, Coordination and Documentation.			
2.1.	Are individuals added to or removed from the SCR by using the AF 2426 or locally approved form? (18.2.4.)			
2.2.	Is each SCR task identified on the SCR by a specific course code? (18.2.3.)			
2.3.	Does the element and/or workcenter supervisors review each individual's qualifications prior to recommending approval to perform SCR tasks through their chain of command? (18.2.4.)			
2.4.	Does Maintenance Supervision recommend individuals in their primary AFSC based on their experience and technical expertise regardless of their assigned skill position through their chain of command? (18.2.1.)			
2.5.	Does a Maintenance Supervision route SCR recommendation to the QA Superintendent? (18.2.4.)			
2.6.	After review of an SCR request, does the QA Superintendent forward the request to the MXG/CC? (18.2.4.)			
2.7.	Does the MXG/CC approve individuals for inclusion on the SCR? (18.2.1.)			
2.8.	Upon approval, does the Training Management function, load the approved name into the automated tracking system? (18.2.4.)			

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